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21 February 1968

MEMORANDUM FOR: Deputy Director for Support

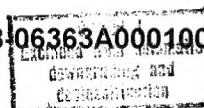
SUBJECT : Weekly Report of the Office of Training

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2. Use of Filmstrips for New Instructors

A set of five filmstrips with records, which will permit new instructors to use the strips as a partial substitute for regular instructor

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training courses, has been obtained by OTR and will be available to other components.

In a preview seen by training officers from Technical Services Division and the Offices of Security, Logistics and Finance, a consensus indicated that the filmstrips can prove useful for viewing by newly assigned instructors who can then discuss the information presented with experienced instructors already on duty.

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3. Course Explored for In-House Use

Discussions were held during the week with [REDACTED] Institute representatives to explore possibilities of [REDACTED] pre-senting their Basic Business Systems Analysis Course as an Agency in-house course. Primarily generated as possibly profitable training for SIPS personnel, Information Processing Coordinators are also defining requirements for this type of training to determine if there is sufficient need for further consideration.

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4. Non-Agency Briefings

During this reporting period, the following non-Agency briefings

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[REDACTED]

Intelligence Community: b) At AID training facilities in Washington, to 60 AID personnel bound for overseas posts on "The Role of the CIA"; and c) At FSI, to 20 students, "Communism and Other Forms of Extremism" and "Impact and Implications of Sino-Soviet Conflict."

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5. Miscellanea

During the recent COS Seminar, the DD/P received suggestions which he intends to look into and follow up. One concerned the desir-

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females. . . . [REDACTED] a Support Career Trainee on

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the [REDACTED] staff, is resigning on 1 March to attend the William and Mary Law School. . . . A book dispatch has been sent to all full-time students outside the Washington area on the new FEGLI insurance option. All students in the Washington area attending universities, war colleges and the Senior Seminar have also been contacted.

/s/
John Richardson

John Richardson
Director of Training

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P&M/[REDACTED]/hej

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